Connect with Your Community via VolunteerMatch
Idaho Library Association Pre-Conference
Wednesday, October 2, 2013
8:30 am-noon

Learning Objectives: By the end of the workshop, participants will:
- Be aware of Idaho's Get Involved program and available resources
- Understand the attributes of a successful volunteer program
- Be able to list the basic components to successfully manage volunteers
- Develop a volunteer position description
- Log into their VolunteerMatch account and post their volunteer position

Agenda

8:30-8:40 am: Welcome, Introductions   Erica/Sue
Presenter and participant introductions and if/how they currently use volunteers

8:40-9:00 am: Why volunteers?: Idaho's Get Involved Program and Resources   Erica/Sue
Overview of program, tour of webpage

9:00-9:30 am: Volunteer Engagement: What's it all about?   Jennifer
Discussion of use of volunteers in libraries

9:30-10:00 am: Volunteer Management: The Basics   Jennifer
Creating and maintaining a successful volunteer program

10:00-10:15 am: Break

10:15-10:45 am: Getting Started: Create a Position description (hands-on)   Jennifer
Participants draft a volunteer job description for a current or needed position

10:45-11:30 am: VolunteerMatch Basics (hands-on)   Jennifer
Participants access their VM account, post position, learn about reposting, photos, etc.

11:30 am-noon: Next steps: Action plan/goals (hands-on)   Jennifer
Clarify questions, encourage participants to set an achievable goal for beginning or improving their volunteer programs

1-3 pm: Participants can sign up for individual meetings with Jennifer to discuss specific issues or ideas, work more on volunteer position, get more hands-on with VM, etc.

1:00-1:20 pm:
1:20-1:40 pm:
1:40-2:00 pm:
2:00-2:20 pm:
2:20-2:40 pm:
2:40-3:00 pm: